

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-44

☐

Other

☐

Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 11/18/2014

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

WCC Partnership Meeting

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Element 1, pages 4-8

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 3/20/2012 To 09/30/2012

Comments:

The purpose of this action is to initiate WA 2-44. The Contractor shall provide a cost estimate and work plan in accordance with the contract.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

11/19/2009 To 11/18/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Debbie Kline

Branch/Mail Code:

Phone Number 206-553-1236

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

(Signature)

(Date)

FAX Number:

Contracting Official Name Jami Rodgers

Branch/Mail Code:

Phone Number: 202-564-4781

FAX Number:

(Signature)

(Date)

Work Assignment SOW

Title: Support EPA Regions 9 and 10 in hosting the West Coast Collaborative Partnership Meeting on May 30-31, 2012 in Seattle, Washington

Contractor: IEC, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 2-44

Estimated Period of Performance: Date of issuance to 9/30/12

Estimated Level of Effort: 156 hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Debbie Kline
Office of Air, Waste and Toxics
AWT-122
206-553-1236
206-553-0110

Contract Level COR: Cheryl R. Brown
CMG/OPEI (1805T)
202/566-0940
202/566-3001 (fax)

Background and Purpose:

The purpose of this work assignment is to assist the EPA in stimulating and promoting innovation by supporting a continued culture of innovation in the West Coast Collaborative. Specifically, EPA Regions 9 and 10, require technical support for the West Coast Collaborative Partnership Meeting we intend to host on May 30-31 in Seattle, Washington.

The West Coast Collaborative (WCC) is a public-private partnership to promote widespread adoption of innovations to reduce diesel pollution.

EPA has long recognized that it needs to be adaptive, collaborative and flexible in finding ways to reduce emissions from in-use diesel engines. While regulatory approaches have established stringent emission standards for new diesel engines, in-use diesel engines have a long life and remain in service with high levels of pollution impacting public health and air quality.

The WCC was formed in 2004 as part of the EPA's National Clean Diesel Campaign and

has been an effective partnership of federal, state, tribes and local agencies working with private companies that develop technology and those companies that can apply this technology to their fleets and operations. Innovation is critical to the success of the WCC and we periodically bring together our broad based partnership for in-person dialog around the latest technologies, policies and innovative approaches to reducing impacts from the legacy diesel fleet while supporting sustainable transportation for people and products.

Under this contract, the contractor shall assist the EPA in stimulating and promoting innovation by providing systemic support to encourage the WCC culture that embraces innovation, is fully collaborative both internally and externally and provides stewardship leadership by example.

Quality Assurance (QA) Requirements

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above.

No environmental data will be collected for this work assignment. No modeling will be done.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

The contractor shall provide planning and management support to Regions 9 and 10 for the WCC Partnership Meeting under Element 1: Planning and Management Support, of the Technical Support for Stimulating and Promoting Innovations to EPA's System of Environmental Protection.

The contractor shall provide technical and administrative support for the WCC

Partnership Meeting, an informational event. This event is generally limited to participants from the WCC and is regional in scope, covering Regions 9 and 10. Technical support includes recording sessions and preparing and analyzing minutes, summaries, and proceedings. Administrative support includes researching and negotiating potential venues, correspondence, developing on-line secured registration sites; managing registration; help in payment of hotel bills under EPA supervision; arranging for working meals; staffing the registration desk; and procuring, as well as supporting on site audio-visual equipment.

Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

- 1.a. Workplan within 15 calendar days of receipt of work assignment
- 1.b. Revised Workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 – Web Page Support

[Element 1: Planning and Management Support pages 4-8 of SOW]

The contractor shall communicate and disseminate information concerning the partnership meeting to the WCC partners and other organizations. Such communications will be thru a web page on the WCC website <http://www.westcoastcollaborative.org/>. The contractor shall develop web page for the May 30-31 WCC Partner Meeting on existing westcoastcollaborative.org website. The WA COR will provide materials to post on this website. Materials for posting may include meeting logistics information, meeting program, and meeting materials, such as copies of presentations delivered at the meeting. Such material may consist of up to 50 individual postings and will be provided by the WA COR in Microsoft Office or Adobe files. (for example see website for 2010 meeting: <http://www.westcoastcollaborative.org/partners-mtg10.htm>)

The contractor shall ensure that ongoing management of the website is transferable to EPA and that the domain name registration and web host agreement are renewed thru the end of calendar year 2013.

- 2.a. Creation of May 2012 Partner Meeting Webpage within 10 days of request from WAM.
- 2.b. Post materials provided by WA COR to May 2012 Partner Meeting Webpage within 5 day of receipt from WA COR

Task 3 – Meeting Registration Support

[Element 1: Planning and Management Support pages 4-8 of SOW]

The Contractor shall provide web services to establish a web based registration for the partner meeting. The web based registration shall allow users to register for the conference, two breakout sessions and a field trip. User information shall include name, organization and contact information. The contractor shall provide the WA COR with weekly updates of registration data for the six weeks preceding the May 30-31 meeting. The contractor shall close registration when requested by WA COR.

3.a. Creation of web based registration within 15 days of request from the WA COR

3.b. Weekly reports of registration data on April 27 and May 4, 5, 11, 18, 25.

3.c. Close registration within 1 day of request from WA COR.

Task 4 – Technical Support for May 30-31 WCC Partner Meeting

[Element 1: Planning and Management Support pages 4-8 of SOW]

The contractor shall prepare minutes of the partner meeting main and breakout sessions including summaries of main discussion topics, issues and follow-up actions resulting from partner dialog during the question and answer periods. There will be up to ten main session and four breakout session (For example see agenda from 2010 meeting: http://www.westcoastcollaborative.org/files/meetings/PartnersMeeting2010/0_agenda_2010_FIN_AL_09-28-10.pdf)

4.a. Meeting minutes and discussion summaries within 15 days of meeting end date.

4.b. Revised minutes and summary within 5 calendar days of receipt of comments from the WA COR.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-44

☐ Other ☐ Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 11/18/2014

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

WCC Partnership Meeting

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Element 1, pages 4-8

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 11/19/2011 To 09/30/2012

Comments:

The purpose of this action is to approve IEI's work plan dated April 4, 2012 for 144 LOE hours and a total of \$16,457.73 (Cost (b)(4) and Fee (b)(4))

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1500-59A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

11/19/2009 To 11/18/2014

Cost/Fee: \$0.00

LOE:

This Action:

\$16,457.73

Total:

\$16,457.73

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

04/04/2012

Cost/Fee: \$16,457.73

LOE: 144

Cumulative Approved:

Cost/Fee: \$16,457.73

LOE: 144

Work Assignment Manager Name Debbie Kline

Branch/Mail Code:

Phone Number 206-553-1236

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jami Rodgers

Branch/Mail Code:

Phone Number: 202-564-4781

FAX Number:

(Signature)

(Date)

Work Assignment Form (WebForms v1.0)